

Memo

To: Steven I. Berlin, Executive Director, Board of Ethics
From: Kathryn Richards, Assistant Inspector General
Inspector General's Office
Date: April 9, 2012
Re: Receipt of Gift

This memorandum is intended to provide notice as required under the City of Chicago Ethics Ordinance, 2-156-040(g), regarding receipt of gifts in the course of public employment.

- On April 9, 2012, I, Kathryn Richards, and Melanie Mui, Senior Auditor with the Inspector General's Office, made a presentation to a delegation from Lianyungang in the Jiangsu Province, Peoples Republic of China and received two crystal bracelets and a book about Lianyungang, featuring postage stamps.

The bracelets and book will be retained by our office unless we are given further instruction.

cc: T.J. Hengesbach Deputy Inspector General